

ADORNI BUILDING RENTAL INFORMATION SHEET
1011 WATERFRONT DRIVE, EUREKA
(707)441-4244

The Adorni Center facility offers a gymnasium and kitchen for banquets, wedding receptions, concerts, dances and other special events. Once the gymnasium and kitchen are rented, they are no longer open to the public during the rental hours. The facility stays open for public use of our aerobics program, our weight room, arts and crafts room and conference room. Rental of our other rooms requires special arrangements. The building is never totally closed to the public. We have easily accessible parking as well as a beautiful view of the harbor.

BUILDING RENTAL FEES

Rental hours include set-up time, event time, breakdown, and clean-up time.

GYMNASIUM: \$300.00 for the first three hours.
 \$115.00 for each additional hour.

KITCHEN: \$120.00 for the first three hours.
 \$45.00 for each additional hour.

We require payment for two staff at \$8.82 per hour for City set-up and breakdown. Major events may require staffing through out the event. In such cases, the applicant will incur additional staffing expenses.

TEMPORARY DEPOSITS:

Cleaning deposit: \$250.00

The deposit must be a *separate check* and is required within ten business days after placing your requested date. **This is not refundable if there is a cancellation by the applicant.** Deposit will be refunded two to four weeks after your event date.

EQUIPMENT FEES:

Standard: \$15.00

STAFFING FEES:

Staff Set-Up Fees: Staff set-up fees are required to prepare the gymnasium for an event, and to clean up the gymnasium after an event. The basic gymnasium set-up (without the dance floor) takes two-staff members two-hours to set-up and two-hours to breakdown. With the dance floor the set-up takes two-staff members three-hours for the set-up and three-hours for the breakdown.

Note: Unless previously arranged with the Adorni Center Supervisor, any additional furniture, decorations, etc. not listed on this form brought in by the applicant must be taken away by the applicant before City staff will begin the breakdown process. The applicant will incur additional charges for exceeding the allotted time-table for clean-up.

Custodial Fees: Events serving alcohol, and, or including between two – five-hundred people in attendance require one custodian at \$25.46 per hour for two-hours. Events with more than five-hundred people in attendance two custodians for two-hours of clean-up.

INSURANCE:

The City of Eureka requires that all renters provide a Certificate of liability insurance in the amount of two million dollars. An endorsement naming the City of Eureka, the Adorni Recreation Center, its employees, agents, officers and volunteers as additional insured is also required.

If liquor is sold, liquor liability insurance plus an Alcohol Beverage Commission license is required. Liquor liability insurance is also required if alcohol is provided for free but tickets are required for entry to the event.

BUILDING FEATURES:

GYMNASIUM:

7,752 square feet 102 x 76
Occupancy capacity: 630 standing
 440 seated concert-style
 400 banquet-style

Optional canister lighting or ceiling track lighting.

KITCHEN:

420 square feet
Thermador oven/microwaves (non-commercial size)
Warming ovens
Stove top with four burners (non-commercial size)

- OVER FOR MORE INFORMATION-

Rental Information, Continued

Thank you for choosing the Adorni Recreation Center for your rental needs. Below is a list of useful information to help make your event a success.

- The special event flooring must always be in place before allowing any chair and table set-up.
- **All kegs, ice chests and other containers holding iced beverages must be kept raised at least six inches above the gym floor. Groups with bar and drink areas must bring milk crates or other items to elevate drink containers. Towels are also required for clean up of any condensation that may accumulate on the containers.**
- All emergency exits must remain open to traffic for the duration of the event.
- **Glitter and confetti are not allowed in the Adorni Center.**
- Thumb tacks, push pins, nails and tape are prohibited on the gym walls. The Adorni Center staff recommends UHU Hold it putty or Mini suction cups. Both can be purchased from an office supply stores.
- No candles or open flame at any time. Chaffing dishes may be used if contained and in proper working order.
- The Adorni phone is unavailable for public use. A pay phone is available to you.
- Access behind the Adorni counter is limited to Adorni staff.
- Copies or access to Adorni office equipment are not available to outside groups.
- The kitchen must be cleaned before the conclusion of the event. Limited supplies are available for your use at Adorni Counter.
- The preparation of any type of food which creates grease laden vapors or excessive smoke is not allowed.
- Kitchen must be returned to the condition in which you found it. The floors must be mopped and the counters cleaned.
- Any special equipment used in the kitchen (portable ovens, grills, etc.) Must be approved by the Adorni Center Supervisor prior to the event.

Items available for your use:

With Kitchen Rental:

Coffee urns
Water pitchers
Warming ovens with 8 warming trays
Non-commercial size ovens

Furniture:

Chairs, Padded turquoise 250 approx.
Tables, 5' round-30 approx.
Banquet Tables, 3 X 6 (9) and 3 X 8 (3)
Podium
Easels
Special Event Flooring
Custom size dance floor (up to 960 square feet) 40 X 24

Please call 441-4244 for current availability of items.

Items you should provide:

Tools
Cellular phone
Duct Tape
Extension cords, Power strips
Painter's Tape, Masking & Scotch Tape
Paper, Pencils, Pens, Scissor, or Stapler
Extra cleaning supplies
UHU Hold It

PLEASE CALL FOR MORE INFORMATION, 441-4244

Updated 2/11/09